

23 FEB 1971

MEMORANDUM FOR THE RECORD

1. Ada Kimsey of the National Civil Service League had previously called and indicated that Agency representatives are invited to a planning meeting on 1 March 1971 at 3:30 p.m. at the University Club. She further indicated that an announcement reception would be held on 1 March 1971 at 5 p.m. at the University Club.

2. I talked to Ada today and she confirms:

a. The planning meeting scheduled for 1 March is for Agency designees who will work with the League on attendance and publicity, i.e., Messrs. Fisher and  STATINTL

b. We are invited and hopefully will remain for the announcement reception at 5 p.m. The League officers and Board members, this year's winners, and all previous winners have been invited. Mr. Helms as a previous winner, not as Director, has been invited as have Colonel White, and Messrs. Houston, Lay, Lundahl, Kent, and Kirkpatrick. No other Agency personnel will be invited. This will be the first public announcement of the 1971 winners. Wives are not invited to the announcement reception but will, of course, be invited to the awards dinner on 23 April.

Ada further indicated that we were free to invite to the planning meeting other Agency employees we felt would be working on attendance and publicity.

3. I discussed the above with Mr. Fisher this date and it was his opinion that there was no need for other individuals to attend the planning meeting.

STATINTL

Chief, Benefits and Services Division